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IN FPM CHAPTER 306  
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FPM LTR. NO. 306-1

UNITED STATES CIVIL SERVICE COMMISSION

FEDERAL PERSONNEL MANUAL SYSTEM

LETTER

FPM LETTER NO. 306-1

Washington, D.C. 20415

October 24, 1968

**SUBJECT:** Outstanding Handicapped Federal Employee of the Year

*Heads of Departments and Independent Establishments:*

This is to announce the establishment of an award for the annual selection of an Outstanding Handicapped Federal Employee of the Year. It was developed by a task force of the IAG Committee on Selective Placement. Recipients are to be chosen from nominations made by agencies.

The new award will serve the same purposes as similar existing awards, i.e., to recognize individual achievements and, by publicizing them, to increase awareness of the contributions being made by the handicapped. This award should focus additional attention on opportunities for the handicapped in the Federal service.

PROCEDURE

Agency Nominations. An agency may nominate one employee each year. No individual is to be nominated two years in succession. Nominations should be forwarded to the Director of Selective Placement Programs, United States Civil Service Commission, 1900 E Street, NW., Washington, D.C. 20415 by January 1 of each year. Such nominations should include all information considered pertinent for screening committee use and demonstrate that nominees meet the following criteria. (See attachment for detailed data requirements for nominations):

- Job performance clearly exceeding requirements in spite of severely limiting physical factors.
- Courage and initiative in overcoming handicap(s) that served as an inspiration to others and resulted in a positive influence toward opening opportunities for handicapped persons in the Federal service.

Screening. A committee will select, from all agency nominees, ten finalists from whom the Outstanding Handicapped Federal Employee of the Year will be chosen. This committee will be composed of the following:

- Director of Selective Placement Programs, CSC
- Medical Director, CSC
- Two agency Personnel Directors from the Interagency Advisory Group

**INQUIRIES:** Office of Selective Placement Programs, Manpower Sources Division  
Bureau of Recruiting and Examining (Code 183-7587)

CSC CODE

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Approved For Release 2002/01/08 : CIA-RDP84-00313R000300070003-9

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Final Selection. A committee made up of key Government and non-Government officials will make the selection of the Outstanding Handicapped Federal Employee of the Year from among the ten finalists.

AWARD CEREMONY

All ten finalists will be honored at an appropriate ceremony held in March of each year in Washington, D. C. Travel costs and per diem will be paid by employing agencies.

The Outstanding Handicapped Federal Employee of the Year will be awarded a plaque. Other finalists will receive certificates.

AGENCY AWARDS

This new award plan was based in part on the success of similar plans in the Post Office Department and the Federal Aviation Administration, Department of Transportation. Representatives of these organizations report increased interest in employment of the handicapped resulting from their efforts. Departments and agencies are encouraged to develop agency awards, the winners of which would be likely nominees for Outstanding Handicapped Federal Employee of the Year. Such agency award plans would also lend themselves to the identification of candidates for nomination, through local organizations, for the Handicapped American of the Year Award given by the President's Committee on Employment of the Handicapped.

By direction of the Commission:

*Nicholas J. Oganovic*

Nicholas J. Oganovic  
Executive Director

Attachment

INFORMATION TO BE INCLUDED IN AGENCY RECOMMENDATIONS -- OUTSTANDING  
HANDICAPPED FEDERAL EMPLOYEE OF THE YEAR

In addition to the narrative justification for the nomination, covering job performance as well as courage and initiative demonstrated which served as an inspiration to others, the following information should be included:

1. Date of birth
2. Classification, title and grade
3. Organizational title, if any
4. Organizational unit, division or section, employing activity and department or agency
5. City and State where employed
6. Total years of Federal service
7. Length of service with current employing activity and in present position
8. Work experience other than Federal employment
9. Educational background
10. Description of handicap, if not fully covered in narrative.
11. Agency recognition (e.g., awards, etc.), if not fully covered in narrative.
12. Community service, if not fully covered in narrative.
13. Community recognition (professional associations, community organizations, etc.), if not fully covered in narrative.
14. Other biographical data, e.g., family, hobbies, military service, place of birth, travel, locations of residence, etc.

**BULLETIN**

**BULLETIN NO. 306-1**

*Washington, D.C. 20415*

*July 31, 1969*

**SUBJECT:** Award Program for Outstanding Handicapped Federal Employee  
of the Year for 1969

*Heads of Departments and Independent Establishments:*

*Action date: January 1, 1970*

**I. BACKGROUND**

1. An awards program for the annual selection of the Outstanding Handicapped Federal Employee of the Year was announced by the Commission in FPM Letter 306-1, October 24, 1968.

2. The objective of the program is to promote increased employment opportunities for the handicapped by recognizing and publicizing the achievements of individual outstanding handicapped Federal employees.

**II. PROGRAM FOR 1968**

3. The initial program for 1968 was an outstanding success. Most of the large agencies participated and several hundred internal nominations were screened by agency headquarters in selecting their nominees. Final nominations were received by the Commission from 19 agencies. The quality of the nominations was exceptionally high.

4. The awards ceremony honoring the 1968 winner and the nine other finalists was held in Washington, D. C., in the Department of Commerce Auditorium on March 25, 1969. A large audience attended the ceremony. The Vice President presented the winner's award to Miss Katherine A. Niemeyer, the Veterans Administration's nominee. The Chairman of the Civil Service Commission presented certificates to the runners-up representing the Army, Navy, Defense Supply Agency, Air Force, Agriculture, Federal Aviation Administration, Treasury, Post Office, and State Department. There was general agreement that Miss Niemeyer was an excellent choice. She is Chief Dietitian at the Veterans Administration Restoration Center Hospital, East Orange, New Jersey, in spite of being confined to a wheelchair by paraplegia. There was also agreement that the decision of the judges must have been most difficult since each of the finalists was truly an outstanding person and a worthy candidate for the top honor.

**INQUIRIES:** Manpower Sources Division, Bureau of Recruiting and Examining,  
Code 101, extension 25687 or 63-25687

**CODE:** 306, Employment of the Handicapped

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### III. PROGRAM FOR 1969

5. The program for 1969 is being announced earlier this year in order to provide more time for agencies to publicize it and select their nominees. With the additional lead time, it is expected that more nominations will be forthcoming and that competition will be even keener than it was for the 1968 award. While it is up to each agency to determine its own method for selecting its nominee, we recommend that you consider -- if you have not done so -- establishing an internal awards program to select the agency's handicapped employee of the year. At least two agencies -- the Post Office Department and the Federal Aviation Administration (Department of Transportation) -- have been following this practice for some time. Their programs served as the model for the Commission's government-wide program.

6. Procedures for the 1969 program for Outstanding Handicapped Federal Employee of the Year will be the same as outlined in FPM Letter 306-1 (and attachment), dated October 24, 1968, with the following exceptions:

Nominations - Deadline for receipt in the Commission is January 1, 1970. The following additional items to those listed in the attachment to the cited FPM Letter are required in support of your 1969 nomination:

- (1) An 8" x 10" glossy print picture of the nominee at work.
- (2) A signed release by the nominee authorizing use of the photograph for program promotion.

Selection - Agencies whose nominees are selected among the ten finalists will be notified at least 30 days prior to the awards ceremony. This will permit sufficient time for agencies to arrange for their travel to Washington for the Commission's ceremony and to arrange additional agency ceremonies to honor their finalists.

Travel and per diem - Agencies should budget sufficient funds to cover transportation and expenses of their finalist's visit and stay in Washington for the award ceremony and other activities planned by the agency. Consideration should also be given to the possibility of providing an escort for the nominee. Some severely handicapped individuals (e.g., the blind and paraplegics confined to wheelchairs) may not be able to negotiate out of town travel alone, even though they are able to get to and from work without difficulty.

#### IV. ROLE OF THE COORDINATOR

7. It is up to each agency to determine the appropriate office or official to monitor procedures for selecting and nominating its candidate for the Government-wide award as Outstanding Handicapped Federal Employee of the Year. In the 1968 program several agencies assigned this responsibility to the Incentive Awards Office to capitalize on its expertise and experience in conducting other awards programs. Many relied on the Coordinator for Selective Placement because of his knowledge and experience with the handicapped. Others used a combined approach.

8. No one way is best for all agencies. However, in view of the Coordinator's primary responsibility for the agency's overall program for employment of the handicapped, it is important that he be consulted and kept fully informed of awards program procedures and developments within the agency if the responsibility for this activity is assigned to another office.

9. Also, to give visibility to the Coordinator function and to recognize the primary role of the Coordinator in all agency activities concerned with the handicapped, it is strongly recommended that the Chief Coordinator be the agency representative or among the agency representatives designated to attend all award ceremony functions honoring the agency winner.



Nicholas J. Oganovic  
Executive Director

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CONCURRENCE	INFORMATION	SIGNATURE	
<b>Remarks:</b> <p>Attached is information on the <u>Award Program for Outstanding Handicapped Federal Employee of the Year</u>. I have no record of any decision made last year as to whether or not this Agency would participate in this program.</p> <p>[Redacted] (of Log Personnel) called to ask if we did participate, or if the Agency had such a program. He did not know if Log had a candidate - he had been asked and he looked to us for an answer.</p> <p style="text-align: right;">Betty</p> <p>(pls return, this my only copy)</p>			
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FROM: NAME, ADDRESS AND PHONE NO.			DATE
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